

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Reporting event in SDA II on a regular reserve member. This event contains information on:

- Purpose of event.
- Any references.
- Fast Path ID and Data Entry.
- PCS Reporting Transaction (with SDA II screen examples and field descriptions).

Note: Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.

- What effects the PCS Reporting transaction has on PMIS/JUMPS.
- If corrections and deletions can be made to the PCS Reporting transaction.
- Any additional information that the user needs to know about a particular transaction other than the PCS Reporting transaction.

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

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PCS Reporting Event for Regular Reserve Members

Purpose

This PCS Reporting event is used to complete the necessary transactions on a regular reserve member who is reporting PCS. This event should **not** be used for:

- Reporting a member to an initial unit upon release from active duty. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for reserve members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation).

Note: However, if member was released from active duty and does not participate in the selective reserve program then the member is transferred to 87300 on the RELAD transaction and is in the selected reserve transition pool for 45 days. After this transition period, a PCS Departing and PCS Reporting transaction is completed on the member to transfer to either a drilling unit or to 87400.

- Reporting a reserve member to the recruit training center upon initial entry into the Coast Guard. The recruit training center will submit an initial endorsement on orders upon the recruit's arrival.
- Active duty members, who have **reached their service obligation**, are discharged from active duty and enlist as a reserve. Use the Entry into the Coast Guard Event to access the member.

Note: This also applies for members who are prior service and are enlisted into the reserves not going to the recruit training center. Use the Entry into the Coast Guard Event to access the member.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Personnel Manual, COMDTINST M1000.6 (series)
- c. Query Manual, HRSICINST M5230.2 (series)
- d. Reserve Policy Manual, COMDTINST M1001.28

Fast Path ID and Data Entry

Enter "tpcsdpt" for Fast Path ID or press "AABA" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press 'GO'. The following question will be asked: **"Is this reservist entering extended active duty (140 days or greater)?": "N"**

Note: If this question does not come up on the member, then the information that the system has on the member is incorrect (not showing the member as a reservist) and the System Administrator should the HRSIC SDA II Team to correct the problem.

For this event, the question should remain "N" for NO. Press <GO>.